

AGENCY
XXXXXXX

15 June 1948

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This will acknowledge your letter of 9 June 1948.

I regret that I was not in my office on 7 June 1948 when you called. I would have appreciated the opportunity of meeting you and discussing all points pertaining to your possible employment with this organization. I regret very much that the matter of grade and salary was not made completely clear to you at the time you applied for employment and in later correspondence. The position for which you are being processed is editorial in nature, along which lines I believe you have had no actual experience. Ordinarily personnel with no experience coming into this field are started at grade CAF-5, \$2644.80 per year. However, due to your background, experience, and most favorable impression which you made on personnel here who interviewed you, I feel justified in starting you at grade CAF-7, \$3397.20 per year.

From a study of your record, and from the information given me by personnel you have interviewed here, I feel sure that you would have a good future in this organization. However, I cannot promise you any promotion until you have demonstrated by performance on the job your capacity for a higher rating and salary.

With reference to an overseas assignment, it would in any case be necessary for you to be assigned initially to Washington for a period of six to twelve months before you would be qualified to fill one of our overseas assignments. We have several overseas stations and the possibility of your being assigned to any one of them is good, if you should demonstrate your ability and should desire such an assignment.

I should like very much to have you in our organization. Arrangements have been made for you to enter on duty in a temporary status pending your clearance, should you so desire. Since I am holding this vacancy for you, which it will now take me several months to fill if you decide you do not want it, I should appreciate a reply at your earliest convenience.

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This document part of classified
integrated FILE. NAME CHECK required
prior to individual classification action.

Sincerely,

LKV:brg

L. K. WHITE

cc: Admin. Office

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